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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 2800.2**

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(NASA Only)

Subject: Electronic and Information Technology Accessibility**Responsible Office: Office of the Chief Information Officer**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [AppendixB](#)
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Chapter 3. Roles and Responsibilities

3.1 Office of the Chief Information Officer (OCIO)

3.1.1 The NASA Chief Information Officer (CIO) shall:

- a. Be responsible for implementation of Section 508, including the establishment of Agency requirements documents and designation of a NASA Agency Section 508 Coordinator.
- b. Be responsible for the submission of reports and/or surveys related to Section 508 compliance.
- c. Ensure uniform technical standards are applied Agency wide.
- d. Review/approve all undue burden determinations.
- e. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.2 Agency Section 508 Coordinator

3.2.1 The Agency Section 508 Coordinator shall:

- a. Ensure compliance with this NPR.
- b. Provide guidance to the Center Section 508 Coordinators regarding implementation of the requirements and standards of Section 508.
- c. Establish and maintain policy regarding NASA's implementation and adherence to

Section 508 standards.

- d. Provide guidance to Agency-level organizations regarding the resolution of Section 508 issues.
- e. Represent NASA as the Federal point of contact for Section 508.
- f. Coordinate Agency-wide EIT accessibility training.
- g. Perform training needs assessment of NASA personnel to determine topical areas for additional training.
- h. Develop or refine training plan in accordance with results of the needs assessment.
- i. Ensure information is available through the NASA Section 508 Web site thereby facilitating efficient communication of Section 508 issues within NASA.
- j. Chair the Section 508 Coordinator Working Group comprised of the Section 508 Coordinators, the designated members from each Center who have the authority to represent their respective Section 508 matters.
- k. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.3 Center Directors

3.3.1 The Center Directors shall:

- a. Ensure implementation of an effective Section 508 program at their Center.
- b. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.4 Officials-in-Charge of Headquarters Offices and Managers of NASA Center Directorates and Program/Project Managers

3.4.1 Officials-in-Charge of Headquarters Offices and Managers of NASA Center Directorates and Program/Project Managers shall:

- a. Ensure execution of this NPR within their respective organizations and/or programs/projects.
- b. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.5 Center Chief Information Officers

3.5.1 The Center CIOs shall:

- a. Ensure adherence to this NPR within stipulated timeframes through their interfaces with the NASA CIO, Center Section 508 Coordinators, and Program/Project Managers.
- b. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.
- c. Designate a Center Section 508 Coordinator.

3.6 Center Section 508 Coordinators

3.6.1 The Center Section 508 Coordinators shall:

- a. Advise local Center staff on technical and policy matters regarding Section 508 and EIT.
- b. Develop/review Center Section 508 implementation plans, as required.
- c. Provide technical guidance to Center customers regarding Section 508 Technical Standards, implementation, and exceptions.
- d. Perform necessary actions in support of the Agency's compliance with Section 508 (i.e., participate in Section 508 working groups, training/workshop attendance, etc.).
- e. Provide guidance to the Office of Procurement at their local Center regarding procurement of EIT to ensure Section 508 compliance of new acquisitions.
- f. Perform annual audits on existing EIT to ensure compliance at their local Center.
- g. Assess and report on the state of Section 508 compliance across their local Center at the request of Center officials or the Agency Section 508 Coordinator.
- h. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.
- i. Review and concur/non-concur, as needed, on exception requests as well as coordinate with requiring office/officials including, but not limited to, the Offices of Procurement and General Counsel.
- j. Maintain knowledge of any Section 508 exceptions of highly-specialized IT projects at respective Centers.

3.7 Office of the Chief Engineer

3.7.1 The Office of the Chief Engineer shall:

- a. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.8 Agency and Center Offices of Procurement

3.8.1 The Agency and Center Offices of Procurement shall:

- a. Ensure acquisitions procured on or after June 25, 2001, adhere to FAR Subpart 39.2.
- b. Ensure required Section 508 exception documentation is included in the contract file for any instance when NASA is unable to comply with Section 508.
- c. Prepare, process, and/or accept all EIT purchase requests in accordance with FAR 39.2.
- d. Review the Section 508 Technical Standards and provide concurrence/non-concurrence, as needed, on requiring activity's determination which Section 508 Accessibility Standards (36 CFR Part 1194) apply to the specific EIT

product or service being procured.

e. Accept market research, in accordance with FAR 10.001, to determine the commercial availability of products and services that meet the applicable technical provisions.

f. Ensure Section 508 is addressed in any solicitation to procure EIT as specified in FAR Part 39-Acquisition of Information Technology, Subpart 39.2.

g. Review exception requests, as needed, for Section 508 compliance and forward to the Agency Office of Procurement, for information.

3.9 Agency Office of Diversity and Equal Opportunity and Center Offices Responsible for Equal Opportunity Programs

3.9.1 The Agency Office of Diversity and Equal Opportunity (ODEO) and Center offices responsible for equal opportunity programs shall:

a. Advise individuals with disabilities within NASA on policy matters regarding Section 508.

b. Serve as the liaison between individuals with disabilities and those involved with the implementation of Section 508.

c. Track NASA compliance with Section 508 requirements and technical standards as it relates to employment-related matters.

d. Investigate complaints alleging a failure to comply with Section 508 and track complaints via the internal ODEO complaint process.

e. Develop policy and implementation plans regarding the Section 508 complaint process.

f. Evaluate the effectiveness of the internal Section 508 complaint process.

g. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

3.10 Agency Office of General Counsel and Center Offices of Chief Counsel

3.10.1 The Agency Office of General Counsel (OGC) and Center Offices of Chief Counsel shall:

a. Review for concurrence any undue burden exceptions to ensure that they meet applicable Section 508 requirements.

b. Maintain knowledge of Section 508 legal requirements and advise whether EIT solutions meet the legal requirements.

3.11 Requiring Office

3.11.1 The Requiring Office shall:

a. Ensure that authors/developers are creating EIT solutions which conform to Section

508 Technical Standards and performing necessary actions in support of the Agency's compliance with Section 508, which actions include exercise of responsibilities specified in paragraphs 1.8.2 and A.1.10 of NPR 2210.1, Release of NASA Software.

b. Maintain knowledge of Section 508 Technical Standards and accessible EIT solutions in their respective disciplines.

c. Adhere to the requirements noted in PIC 05-01.

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